

JOB ADVERTISEMENT EARLY CHILDHOOD CENTER DIRECTOR MANSFIELD DISCOVERY DEPOPT

The Mansfield Discovery Depot is seeking applicants for the position of Director.

At Mansfield Discovery Depot (MDD) our mission is to help each young child get a strong foundation for learning and growth by responding to their individual needs and interests. We are committed to providing consistent, nurturing care in a warm and predictable environment.

The program began in October of 1970 in the Town of Mansfield, CT as a state supported preschool program. On May 8, 1973 the Town became the sponsor of the program, a relationship that has grown and still exists today. Today the center is a NAEYC accredited infant through preschool center serving just over 100 children in a modern, bright facility that supports student expression and learning. MDD is a private corporation, under the direction of its own board of directors. For more information about the center and the program, please see: <http://www.mansfieldct.gov/content/1914/5325/>

GENERAL STATEMENT OF DUTIES: Highly responsible position involving the administration, management and development of the program. The director works closely with the Board of Directors (Board) and independently to meet the needs of children, families and teaching staff. The director represents the center and its programs to public entities and various associations, along with or in place of the Board.

EXPERIENCE AND TRAINING:

MINIMUM QUALIFICATIONS:

1. Meets NAEYC criteria 10.A.2 and 10.A.3.
2. Bachelor's Degree in Early Childhood with student teaching and must have two (2) years of working experience with young children or hold a Bachelor's degree in a closely related field and have three (3) years of working experience with young children or any equivalent combination of experience and education and supervisory experience (2 years minimum).
3. Must be able to meet the teacher and administrative staff qualification requirements of our funding agents and NAEYC.
4. Must meet all standards for NAEYC accreditation and NAEYC Code of Ethical Conduct.
5. Must meet minimum CT OEC requirement: “....Any director hired or newly designated on or after January 1, 2010 shall have within one (1) year of being hired or designated at least three (3) credits in the administration of early childhood education programs or educational administration from an institution of higher education accredited by the Board of Governors of Higher Education or from a regionally accredited institution of higher education.”

PREFERRED QUALIFICATIONS:

1. Completion of *Connecticut Director's Credential*
2. Master's Degree in relevant field
3. Experience directing an early care and education program that included preschool and infant/toddler students for a minimum of four (4) years
4. Experience managing a budget of \$500,000 or larger
5. Experience as liaison to town departments, political entities, funding agents, etc
6. Supervisory experience, with staff and programs in all ages birth-5 for a minimum of four (4) years
7. Full time employee experience at Mansfield Discovery Depot
8. At least 18 years of age

Application Process:

For consideration, each applicant must review the full job description available at the following: www.mansfieldct.gov under job and volunteer opportunities or at <http://mansfieldct.gov/content/2078/default.aspx>

Each application must include a resume AND a letter of interest with the following details:

1. Relevant experience
2. Specific detail indicating how the applicant meets each of the minimum qualifications
3. If applicable, specific detail indicating how the applicant meets any of the preferred qualifications

The resume and cover letter should be uploaded by email to the following email address by 4pm on January 20, 2016: discoverydepotboard@gmail.com.

If the applicant cannot submit by email, the secondary method of submitting the required resume and cover letter shall be by US Postal Service mail, received by 4pm on January 20, 2016 at the following address: 29 Woodmont Drive, Mansfield Center, CT 06250.

The hiring committee shall reserve the right to reject any applications that are incomplete, delayed for any reason, or otherwise deemed to not be in the interest of the hiring process.

Resume and letter of interest must be received by 4 pm January 20, 2016 (see above section)

Mansfield Discovery Depot is and EOE/AA employer

This job advertisement is not, nor is it intended to be a complete statement of all duties, functions and responsibilities that comprise this position. 10/31/2015, 12/31/2015